

# Print Studio - Display Refresh Brief

FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.

Specify changes to a public display while keeping labels and related materials consistent. Setting: Print Studio.

## Contact and reference

### Name or team reference \*

Alex Rivera

### Reply email, if needed

alex.rivera@example.com

### Date of record \*

November 14, 2026

## Display Refresh Brief

### Display area and refresh theme \*

Example answer

### Items to remove, retain and introduce \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Layout, labels and supporting information required \*

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

### Final appearance checks and materials to store

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Print Studio

### Print-job reference and production station \*

REF-2026-0147

### Paper size, stock finish or colour specification \*

Example answer

### Drying, trimming, proof-copy or dispatch requirements

Two to three sentences describing the situation, what has already been tried and what outcome is needed, so the reviewer can act without follow-up questions.

## Ownership and follow-up

**Team or role responsible for the next action**

Program coordinator

**Target follow-up date**

November 14, 2026

**Current state of this record \***

Open for review

**Next action and completion evidence**

Replaced the faulty door latch on 14 November; next review of the entrance checklist is due 1 December.

**Limitations and what needs setup**

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

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